



SHASTA COUNTY

Housing Authority

1450 Court Street, Suite 308B
Redding, California 96001-1673
(530) 225-5557
(800) 479-8009
(530) 225-5189 FAX

Supervisor Joe Chimenti, District 1
Supervisor Leonard Moty, District 2
Supervisor Mary Rickert, District 3
Supervisor Steve Morgan, District 4
Supervisor Les Baugh, District 5

AGENDA

REGULAR MEETING OF THE HOUSING AUTHORITY

Tuesday, June 25, 2019

9:00 AM or as soon thereafter as may be heard

The Shasta County Housing Authority welcomes you to its meetings which are scheduled for Tuesdays at 9:00 a.m. in the Board of Supervisors Chambers on the second floor of the Shasta County Administration Center, 1450 Court Street, Suite 263, Redding, California. Your interest is encouraged and appreciated.

The agenda is divided into two sections: **CONSENT CALENDAR**: These matters include routine financial and administrative actions and are usually approved by a single majority vote. **REGULAR CALENDAR**: These items include significant financial, policy, and administrative actions and are classified by program areas. The regular calendar also includes "Scheduled Hearings," which are noticed hearings and public hearings, and any items not on the consent calendar.

TO ADDRESS THE BOARD: Members of the public may directly address the Housing Authority on any agenda item on the regular calendar before or during the Board's consideration of the item. In addition, the Housing Authority provides the members of the public with a Public Comment-Open Time period, where the public may address the Board on any agenda item on the consent calendar before the Board's consideration of the items on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Housing Authority. Pursuant to the Brown Act (Govt. Code section 54950, et seq.), **Board action or discussion cannot be taken** on non-agenda matters, but the Board may briefly respond to statements or questions and, if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Board Agenda.

Persons wishing to address the Board are requested to fill out a Speaker Request Form and provide it to the Clerk before the meeting begins. Speaker request forms are available at the following locations: (1) online at http://www.co.shasta.ca.us/BOS/docs/Request_to_talk.pdf, (2) from the Clerk of the Board on the third floor of 1450 Court Street, Suite 308B, Redding,

and (3) in the back of the Board of Supervisors Chambers. If you have documents to present for the members of the Housing Authority to review, please provide a minimum of ten copies. When addressing the Board, please approach the rostrum, and after receiving recognition from the Chairman, give your name and comments. Each speaker is allocated three minutes to speak. **Comments should be limited to matters within the subject matter jurisdiction of the Board.**

The Shasta County Board of Supervisors does not receive any additional compensation or stipend for acting as the Shasta County Housing Authority.

CALL TO ORDER

PUBLIC COMMENT PERIOD - OPEN TIME

During the Public Comment Open Time period, the public may address the Board on any agenda item on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Housing Authority. Persons wishing to address the Board during Public Comment Open Time are requested to fill out a Speaker Request Form and, if you have documents to present to the Housing Authority, please provide a minimum of ten copies.

CONSENT CALENDAR

SDC 1 Clerk of the Board

Approve the minutes of the meeting held on June 4, 2019, as submitted.

No General Fund Impact

Simple Majority Vote Required

REGULAR CALENDAR

SDR 1 Board Matters

Take the following actions: (1) Adopt a resolution which, effective June 25, 2019, adopts the Fiscal Year (FY) 2019-20 Budget; (2) approves the FY 2019-20 Schedule of Position Allocations by budget unit; and (3) approves the County Salary Plan.

General Fund Impact

Simple Majority Vote Required

ADJOURN

COMMUNICATIONS received by the Housing Authority are on file and available for review in the Clerk of the Board's Office.

The County of Shasta does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. The County does not discriminate on the basis of disability in its hiring or employment practices. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County's ADA Coordinator: Director of Support Services Angela Davis, County of Shasta, 1450 Court

Street, Room 348, Redding, CA 96001-1676, Phone: (530) 225-5515, California Relay Service: (800) 735-2922, Fax: (530) 225-5345, E-mail: adacoordinator@co.shasta.ca.us. Individuals with disabilities who need auxiliary aids and/or services for effective communication in the County's programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Housing Authority meetings, please call Clerk of the Board (530) 225-5550 two business days before the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format.

The Housing Authority meetings are viewable on Shasta County's website at www.co.shasta.ca.us. Public records which relate to any of the matters on this agenda (except Closed Session items), and which have been distributed to the members of the Board, are available for public inspection at the office of the Clerk of the Board of Supervisors, 1450 Court Street, Suite 308B, Redding, CA 96001-1673. This document and other Housing Authority documents are available online at www.co.shasta.ca.us.

REPORT TO SHASTA COUNTY HOUSING AUTHORITY

BOARD MEETING DATE: June 25, 2019

CATEGORY: CONSENT CALENDAR-1.

SUBJECT:

N/A

DEPARTMENT: Clerk of the Board

Supervisory District No. : All

DEPARTMENT CONTACT: Kristin Gulling-Smith, Administrative Board Clerk, (530) 225-5550

STAFF REPORT APPROVED BY: Mary Williams, Chief Deputy Clerk of the Board, (530) 225-5550

| Vote Required? | General Fund Impact? |
|-------------------------------|------------------------|
| Simple Majority Vote Required | No General Fund Impact |

RECOMMENDATION

Approve the minutes of the meeting held on June 4, 2019, as submitted.

SUMMARY

N/A

DISCUSSION

N/A

ALTERNATIVES

N/A

OTHER AGENCY INVOLVEMENT

N/A

FINANCING

N/A

ATTACHMENTS:

Housing Authority Regular Meeting - June 25, 2019

Description

6/4/19 Housing Draft Minutes

Upload Date

6/5/2019

Description

6/4/19 Housing Draft Minutes

SHASTA COUNTY HOUSING AUTHORITY

Tuesday, June 4, 2019

REGULAR MEETING

MINUTES

10:33 a.m.: Chairman Moty called the meeting of the Shasta County Housing Authority to order on the above date with the following present:

Present: Supervisors Chimenti, Moty, Rickert, Morgan, and Baugh

Staff: County Executive Officer Larry Lees, County Counsel Rubin E. Cruse, Jr., Administrative Board Clerk Kristin Gulling-Smith, Administrative Board Clerk John Sitka, and Chief Deputy Clerk of the Board Mary Williams.

PUBLIC COMMENT PERIOD - OPEN TIME

There were no comments from members of the public.

CONSENT CALENDAR

By motion made, seconded (Chimenti/Baugh), and unanimously carried, the Shasta County Housing Authority took the following actions, which were listed on the Consent Calendar:

Approved the minutes of the meeting held on April 2, 2019, as submitted. (Clerk of the Board)

REGULAR CALENDAR

SCHEDULED HEARINGS

Tuesday, June 4, 2019

2

FISCAL YEAR 2019-20 BUDGET REVIEW

County Chief Financial Officer Terri Howat provided the recommended budget for Fiscal Year (FY) 2019-20. Ms. Howat stated the FY 2019-20 budget is consistent with prior years.

The public hearing was opened, at which time no one spoke for or against the recommended budget, and the public hearing was closed.

By motion made, seconded (Rickert/Chimenti), and unanimously carried, the Shasta County Housing Authority took the following actions: Approved those budget units which had not been formally appealed and which had no major policy considerations or outstanding issues; and directed the County Executive Officer to prepare, for subsequent Board consideration and action, a FY 2019-20 Adopted Budget resolution. The budget resolution will reflect changes to the FY 2019-20 Recommended Budget, as directed by the Board of Supervisors during budget hearings and subsequent technical adjustments required as additional information regarding State legislative action becomes available.

10:35 a.m.: The Shasta County Housing Authority adjourned.

Chairman

ATTEST:

LAWRENCE G. LEES
Clerk of the Shasta County Housing Authority

By _____
Deputy

REPORT TO SHASTA COUNTY HOUSING AUTHORITY

BOARD MEETING DATE: June 25, 2019

CATEGORY: REGULAR CALENDAR-1.

SUBJECT:

Adoption of the Fiscal Year 2019-20 Budget Resolution which includes the Schedule of Position Allocations and the County Salary Plan.

DEPARTMENT: Board Matters

Supervisory District No. : All

DEPARTMENT CONTACT: Larry Lees, County Executive Officer

STAFF REPORT APPROVED BY: Terri Howat, County Chief Financial Officer

| Vote Required? | General Fund Impact? |
|-------------------------------|----------------------|
| Simple Majority Vote Required | General Fund Impact |

RECOMMENDATION

Take the following actions: (1) Adopt a resolution which, effective June 25, 2019, adopts the Fiscal Year (FY) 2019-20 Budget; (2) approves the FY 2019-20 Schedule of Position Allocations by budget unit; and (3) approves the County Salary Plan.

SUMMARY

State Law prescribes certain actions necessary to approve and adopt the County's annual budget. These actions are presented today to comply with state law and to adopt a spending plan for FY 2019-20.

DISCUSSION

The Housing Authority conducted a budget hearing on Tuesday, June 4, 2019. The Housing Authority received a report from the County Executive Officer (CEO) and after careful review, consideration, and discussion, the Housing Authority approved the budget as recommended by the CEO. The State of California County Budget Act provides a central reference point of state code requirements, administrative directives and recommended practices pertaining to the form and content of the annual county budget. Shasta County adheres to the provisions of the County Budget Act.

Following is a brief description of each recommended action:

Government Code section 29089 requires a resolution for the adoption of the county budget, each dependent special district, and each other agency as defined in section 29002. The budget is comprised of

the Recommended Budget as recommended by the CEO and approved by the Housing Authority on record with the Clerk of the Board, with inclusion of the following:

Various technical corrections to the Recommended Budget recommended by the Auditor Controller and approved by the CEO; and

By attachment, the Fiscal Year 2019-20 Schedule of Position Allocations by budget unit, and the County Salary Plan; and

Affirms that the budget, as adopted, is within the appropriations limit as required pursuant to statute; and

Reaffirms the budgetary policies, controls, and authorizations set out in Administrative Manual Policy #2-101, Budgetary Policies and Controls; and

Authorizes the Auditor-Controller, in consultation with the CEO, to make any technical adjustments to fund balance, to be reflected in Fiscal Year 2019-20 appropriations, as necessary to balance the budget after the posting of accruals; and

Authorizes the Auditor-Controller, in consultation with the CEO, to transfer money from one fund to another if the Housing Authority has authority over each fund, as necessary during Fiscal Year 2019-20.

Technical and Balancing Adjustments

This element allows the Auditor-Controller to make technical adjustments necessary to balance the budget after the actual year-end postings are complete for the 2018-19 Fiscal Year. Occasionally these adjustments require the Auditor-Controller to transfer money between funds; such action is in accordance with Government Code section 25252. Any adjustments will be made after consultation with the CEO to ensure there is agreement as to final determinations. The Adopted Budget Resolution will allow the Auditor-Controller to reduce FY 2019-20 appropriations if adequate fund balance is not available to support the Adopted Budget.

The review and compilation of the budget may on occasion require various technical adjustments to the Fiscal Year 2019-20 Adopted Budget. These adjustments are recommended by the Auditor-Controller, approved by the CEO, and communicated to the affected departments.

ALTERNATIVES

The Housing Authority conducted Fiscal Year 2019-20 Budget Hearing on June 4, 2019, and directed the CEO to return with the Fiscal Year 2019-20 Budget Resolution.

OTHER AGENCY INVOLVEMENT

The Fiscal Year 2019-20 Budget Resolution was prepared by the County Administrative Office with the concurrence of the Auditor- Controller.

FINANCING

The Budget takes into consideration the overall financial health of the organization as well as specific areas

of interest to the Housing Authority and the public in general. It is an attempt to maximize the use of available resources to provide a wide range of service delivery, yet maintain a quality of service of which we can be proud.

The Fiscal Year 2019-20 Requested Budget is being merged with the PHA Housing Assistance budget (593). All costs previously associated with the Housing Authority budget (543) will be permanently transitioned to 593.

The Department head and their fiscal staff are to be commended for their willingness to manage spending within available resources while continuing to meet the needs of our community.

ATTACHMENTS:

| Description | Upload Date | Description |
|---|-------------|---|
| FY 2019-20 Housing Authority Budget Resolution | 6/18/2019 | FY 2019-20 Housing Authority Budget Resolution |
| FY 2019-20 Housing Authority Postion Allocation | 6/20/2019 | FY 2019-20 Housing Authority Postion Allocation |

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE HOUSING AUTHORITY
OF THE COUNTY OF SHASTA
ADOPTING THE BUDGET FOR FISCAL YEAR 2019-20**

WHEREAS, on June 4, 2019, the Housing Authority approved using the procedures in section 29064(c) of the Government Code for adopting the Fiscal Year 2019-20 budget; and

WHEREAS, in accordance with section 29064(c) and 29080 of the California Government Code, the Housing Authority conducted a public hearing on the Fiscal Year 2019-20 recommended budget; and

WHEREAS, in accordance with section 29092 of the California Government Code the Auditor-Controller is authorized to make any technical adjustments to contingency reserves or fund balances as necessary to balance the budget after the posting of accruals; and

WHEREAS, in accordance with section 29007 of the California Government Code there shall be a schedule supporting the adopted budget or separate ordinance or resolution, setting forth for each budget unit the salary rate or range for each position classification, and the total allocated positions approved by the board; and

WHEREAS, in accordance with section 25252 of the California Government Code the Housing Authority of a county by resolution may authorize the Auditor-Controller to transfer money from one fund to another if the Housing Authority has authority over each fund; and

WHEREAS, in accordance with section 29064(c) of the California Government Code the required deadline for adoption of the recommended budget, including any revisions of, deductions from, or increases or additions to, is no later than June 30, 2019; and

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority of the County of Shasta hereby adopts the Budget for Fiscal Year 2019-20, said budget comprised of the Recommended Budget as recommended by the County Executive Officer and incorporated by reference in this resolution, with inclusion of the following:

Various technical corrections to the Recommended Budget recommended by the Auditor-Controller and approved by the CEO; and

By attachment, the Fiscal Year 2019-20 Schedule of Position Allocations by budget unit, and the County Salary Plan; and

Affirms that the budget, as adopted, is within the appropriations limit as required pursuant to statute; and

Reaffirms the budgetary policies, controls, and authorizations set out in *Administrative Manual Policy #2-101, Budgetary Policies and Controls*; and

Resolution No. 2019-_____

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BE IT FURTHER RESOLVED that the Shasta County Housing Authority authorizes the Auditor-Controller, in consultation with the County Executive Officer, to make any technical adjustments to contingency reserves or fund balances, to be reflected in Fiscal Year 2018-19 appropriations, as necessary to balance the budget after the posting of accruals; and

BE IT FURTHER RESOLVED that the Shasta County Housing Authority, pursuant to Government Code section 25252, authorizes the Auditor-Controller, in consultation with the County Executive Officer, to transfer money from one fund to another if the Housing Authority has authority over each fund, as the public interest requires during Fiscal Year 2019-20.

DULY PASSED AND ADOPTED this 25th day of June, 2019 by the Housing Authority of the County of Shasta by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

LEONARD MOTY, CHAIRMAN
Housing Authority
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Housing Authority

By _____
Deputy

| ORGANIZATION UNIT/ FUNCTIONAL AREA | Adopted 2018-2019 | FTE's as of 3/31/2019 | Requested 2019-2020 | Recommended 2019-2020 | Gain/ (Loss) |
|--|----------------------|--------------------------|------------------------|--------------------------|-----------------|
| PHA HOUSING ASSISTANCE (BU 593) | | | | | |
| CLERK III | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| HOUSING PROGRAMS SPECIALIST | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| HOUSING REHAB SPECIALIST I/II | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| PROGRAM MANAGER I | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| SOC WRKR/ASST SOC WRKR | 0.50 | 1.00 | 1.00 | 1.00 | 0.00 |
| STAFF SERV ANALYST I/II | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| TOTAL: | 7.50 | 8.00 | 8.00 | 8.00 | 0.00 |